



Walker River Paiute Tribe

Human Resources Department

JOB ANNOUNCEMENT

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|---------------|----------------------------|-------------|-------------------|
| Job Title: | Physical Fitness Assistant | Supervisor: | Diabetes Director |
| Department: | Diabetes | Location: | Fitness Center |
| Salary Range: | \$12.19-\$12.80-hour, DOE | Pay Grade: | 3 |
| FSLA Status: | Non-exempt | Type: | Full-time |
| Open Date: | August 19, 2019 | Close Date: | August 30, 2019 |

DESCRIPTION

The goal of the Fitness Center is to provide strength-building, improve cardio-vascular health, and weight loss/gain activities in a professional manner for the general community as well as people with health issues in a clean, safe facility that allows community members to concentrate on physical fitness. Under the supervision of the Diabetes Director, the Physical Fitness Assistant will be responsible for leading aerobic classes, assisting in daily operation of the Fitness Center. Duties will include care and upkeep of the Fitness Center.

DUTIES AND RESPONSIBILITIES

- Responsible for orientation to the Fitness Center program (Nautilus/Facility) and tours as necessary.
- Responsible for orientation of and enforcing the rules and maintenance of regulations for facility use.
- Responsible for monitoring equipment and center for necessary maintenance.
- Responsible for entering data in EHR/RPMS.
- Responsible for supervising and assisting clients in the safe and positive use of all exercise machines.
- Responsible for collecting of required data, (Blood Pressure, BMI and Weight) for clients who need proper training.
- Able to work flexible hours (i.e. evening, weekends) to include all events coordinated in conjunction with the fitness center.
- Able to work at other facilities (i.e. Elementary School, Youth Center, Senior Center).
- Responsible for the safe removal of clients in event of an emergency episode, (i.e. fire, earthquake, threat-physical, bomb).
- Will be required to clean all areas of the Fitness Center.
- Will need to attend and participate in all Tribal Functions (i.e. Cemetery Clean-up, Pinenut Blessing, Pinenut Festival Preparation, Thanksgiving & Christmas Dinner Preparations, Earth Day cleanup).
- Will be required to attend training sessions related to position.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Must have good communication and organization skills.
- Must be able to work with the public.
- Must be able to work with limited supervision and take the initiative to complete all tasks.

QUALIFICATIONS

- High School Diploma or GED equivalent
- Certifications or near certification as an aerobics Instructor or personal trainer is desired but not required, and must be willing to train and obtain certification.
- Must be able to qualify for First Aid and CPR.
- Must have a valid Nevada Driver's License and provide a current driving record
- Must submit to pre-employment and random drug tests as required by WRPT Personnel Policies and Federal Drug-Free Workplace Act of 1988, with satisfactory results.

For applications contact Human Resource at the Tribal Administration Building,
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: wfrank@wrpt.org
<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.